Getting Started with Office 365
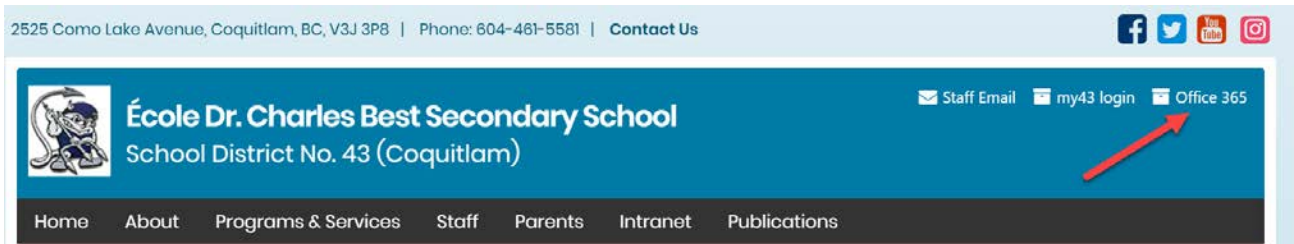
Tutorial #1 will teach you how to log-on to your online Office 365 account, where you can access all your Office 365 apps online. There, you can also choose to download basic apps (Word, PowerPoint, OneNote, Excel, etc.) onto your personal computer.

Certain apps (Teams, Sway, etc.) cannot be downloaded this way. To download them, follow the steps in **Tutorial #2**.
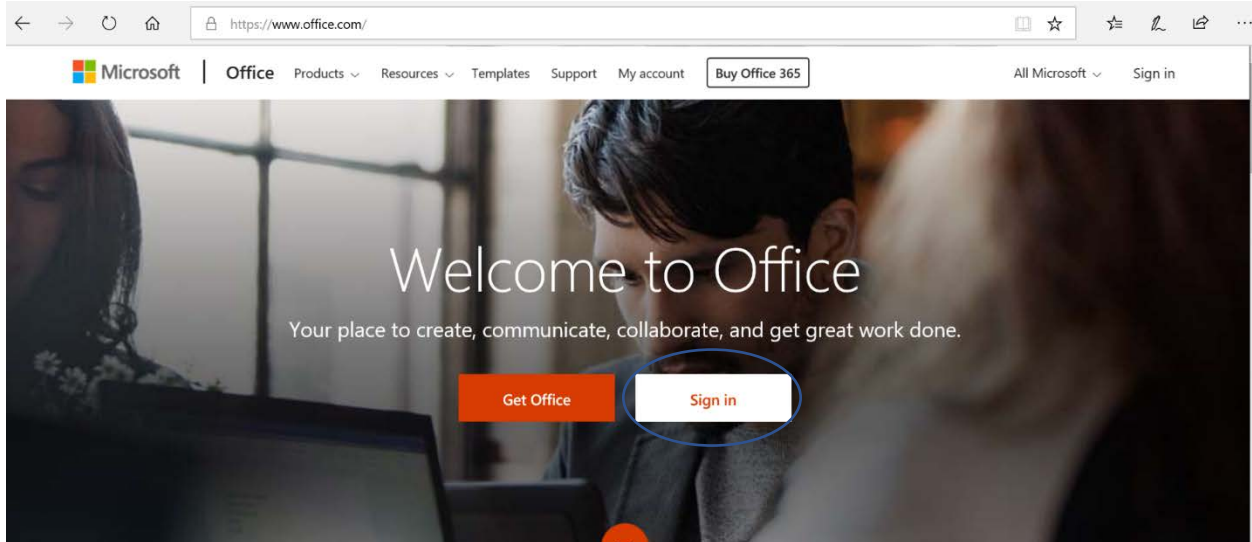
If you are having troubles or have any questions, please visit the tech center.

Tutorial #1: Accessing Office 365 Apps
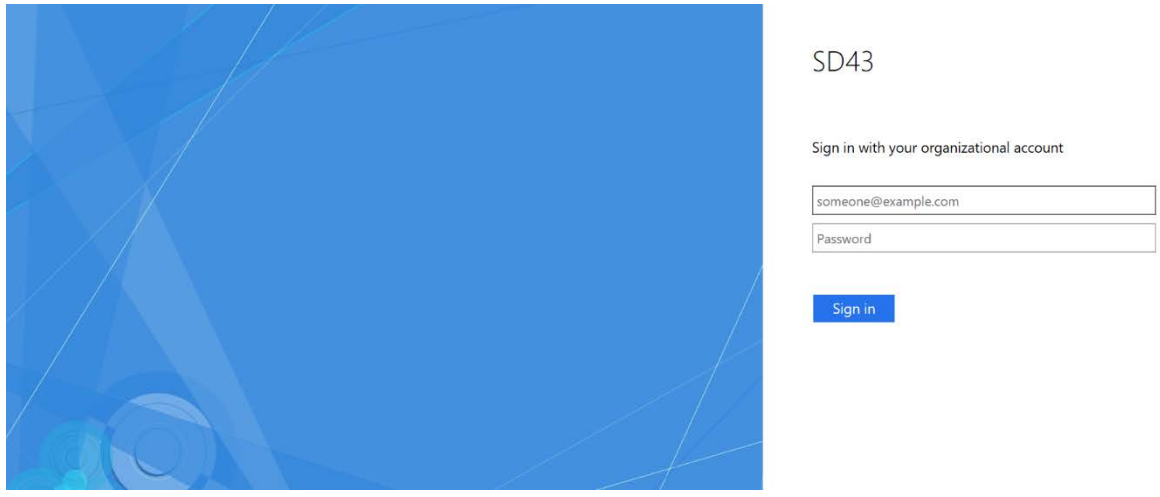
1. Go to http://www.sd43.bc.ca/school/charlesbest
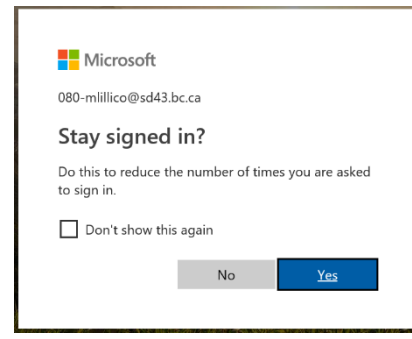

2. Click the white "Sign In" button

3. Enter your SCHOOL email
   a. 080-*first initial and last name*@sd43.bc.ca
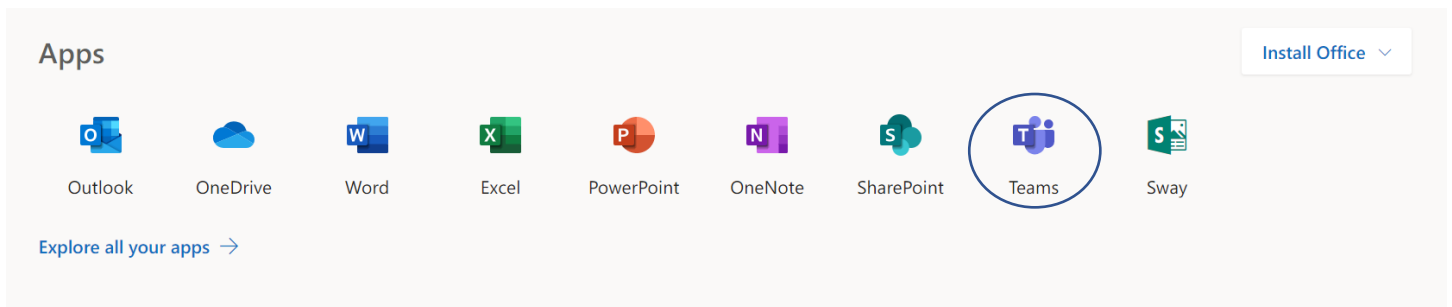   b. If you are having troubles finding your email, please visit the tech center

4. Re-enter your school email and your school password, then click the blue "Sign In" button

SD43

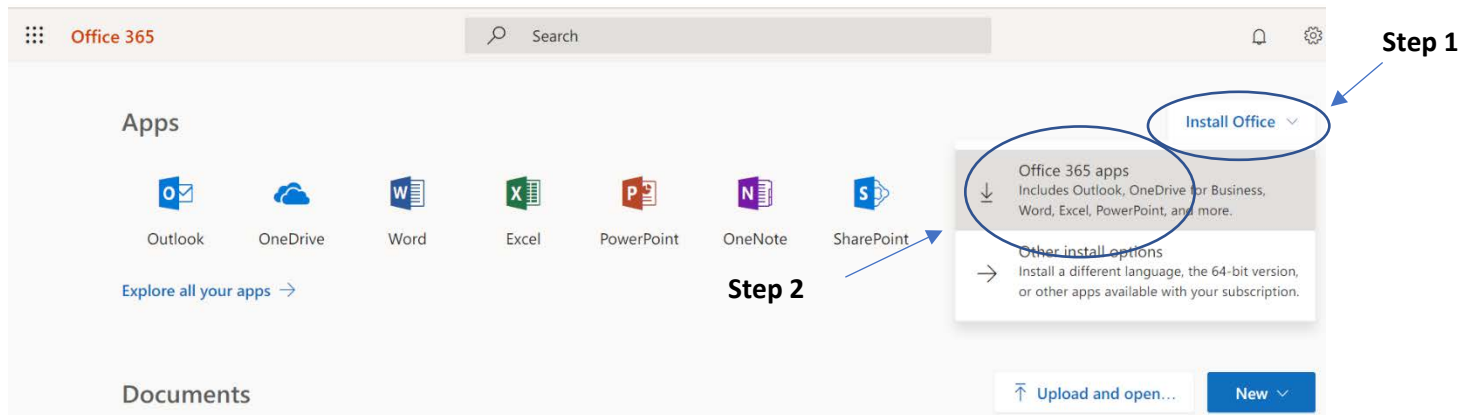Sign in with your organizational account

someone@example.com

Password

Sign in

5. Answer the question

Microsoft

080-mlillico@sd43.bc.ca

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No   Yes

6. You can view all the 0ffice apps on this page. Teams is the most common way teachers are communicating with classes.

Apps

Install Office ⌄

Outlook   OneDrive   Word   Excel   PowerPoint   OneNote   SharePoint   Teams   Sway
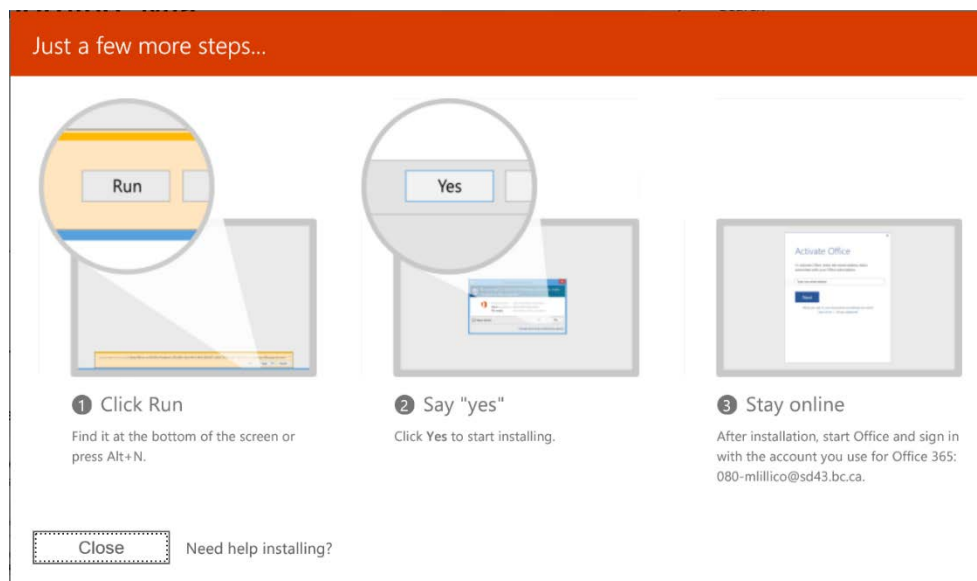
Explore all your apps →

Tutorial #2: Downloading Apps to your computer

1. Click on the "Install Office" button and choose the first "Office 365 apps" option
   a. TIP: If you do not want to download the apps, you can use them online! Just click on the icon of the app that you would like to use to use the online version.
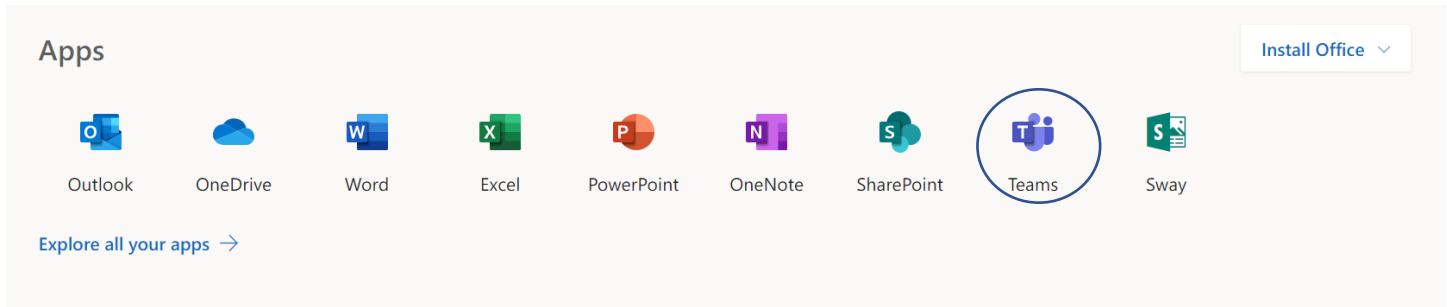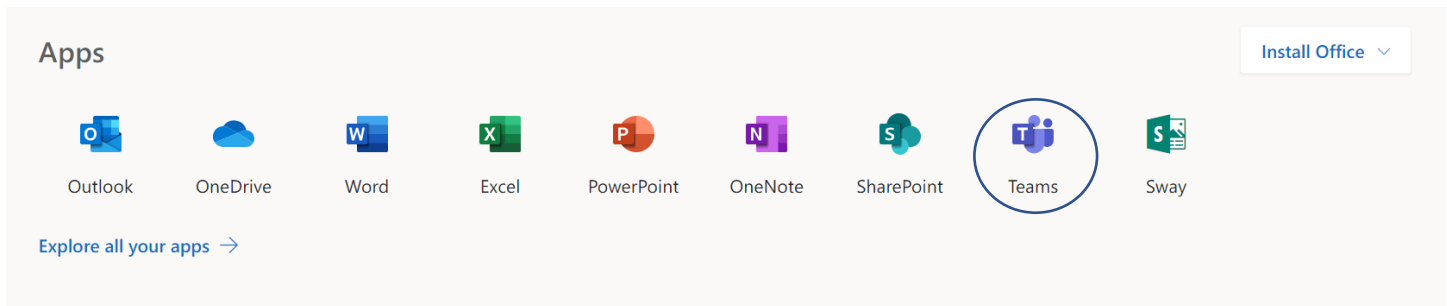

2. Follow the instructions.

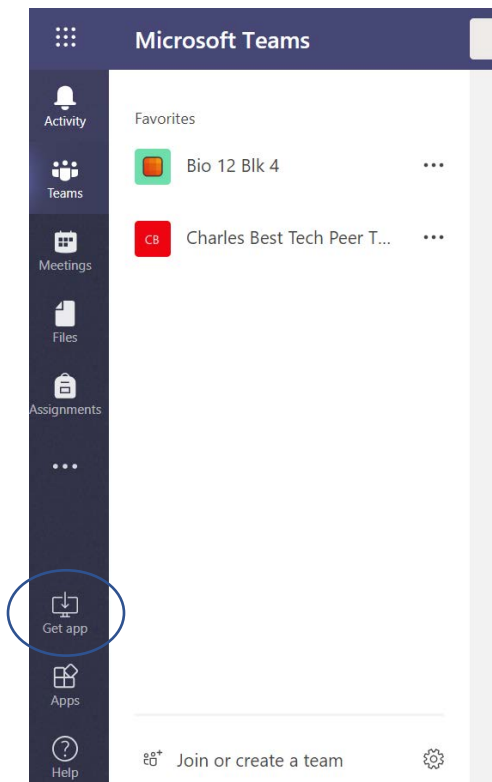3. Wait! Your apps will take a few minutes to install.

4. For some apps like teams Follow steps 1-5 in Tutorial #1. This should bring you to your Office 365 homepage.

5. Click the icon of the app that you would like to download (for this tutorial, we will be using Teams. However, the same steps can be followed to download any of the apps)

6. Click the "Get App" button in the bottom left corner of your screen.

7. Read and follow the prompts. Please visit the tech center if you need help.
8. Wait! Your new app is on its way